

This miscellaneous submission is prompted by the Commissions May 7, 2009 preliminary review of the Clay Jr for Congress 30 Day Post General Report (10/16/08 - 11/24/08). The Commission requested a review of the Committees' procedures for checking contributions received and reported in the 48 Notice during the time period of two to twenty days before an election. The Committee procedures for checking, recording, depositing and reporting contributions received during this period are as follows: The treasurer marks the calendar and computer of all 48 hour deadlines required during the time period. The Committee treasurer inspects the P.O. Box daily. Any contributions hand delivered to an authorized agent of the committee or the candidate are immediately turned over to the treasurer. If the treasurer is not in proximity to the receiving agent he is notified of such receipt, the amount and the contributor. The check is transported to the treasurer within hours. When the treasurer receives the check it is photocopied. The treasurer then determines whether the contribution amount is acceptable and the contributor is eligible to contribute in accordance with the FEC Rules. If yes, the Treasurer records in the Committees' database, QuickBooks, the name, address, employer and occupation of the contributor, the election cycle classification, check number, date of receipt, amount and description of source of receipt, i.e. mail, fundraiser event. The mandated contribution information is then recorded on FEC Form 6 48-hour notice. The contribution is stamped for deposit and a deposit slip is prepared and copied. The treasurer delivers by hand or mails the deposit to the bank. The deposit receipt is stapled to the photocopied check and filed with similar records. At the close of business on the day each 48 hour report is due the Form 6 and Quickbooks database are compared to ensure the accuracy and full inclusion of all contributions required to be filed. Afterwards Form 6 is electronically filed with the committee before 11:59pm.
